



Staff Memo

Report To: South Huron Council
From: **Dan Best, Chief Administrative Officer/Deputy Clerk**
Date: June 18 2018
Report: CAO 6-2018
Subject: Special Events Policy

Recommendations:

That the memo of Dan Best, Chief Administrative Officer dated June 18, 2018 regarding the Special Events Policy be received; and

That Council approve the Special Events Policy as presented; and

That the necessary By-law be forwarded to Council for the required three readings; and

That Schedule "B" of By-law 34-2015 be amended to include the following administration fees for Special Events:

Size of Event	Amount
Administration Fee (non refundable and cannot be waived)	\$50.00
Moderate Event (50-999)	\$50.00
Major Event (over 1000)	\$500.00

Purpose:

Approval

Background and Analysis:

Further to CAO Memo 4-2018, comments received at the Council meeting of June 4, 2018 and a review of the policy by our insurance carrier, the revised

draft Special Events policy is presented to Council for approval and the required by-law. The annotated version of the policy is attached as an appendix to this report.

Financial Impact:

There are no financial impacts as a result of the actions outlined in this memo.

Legal Impact:

There are no legal impacts as a result of the actions outlined in this memo.

Staffing Impact:

The staffing impacts as a result of the actions outlined in this memo are undetermined at this time.

Policies/Legislation:

- Municipal Alcohol Risk Management Policy
- Fees and Charges By-law
- Noise By-law
- Hawkers, Peddlers and Refreshment Vehicles By-law
- Lottery Licensing requirements of the Province of Ontario
- Statutes under the Alcohol and Gaming Commission of Ontario

Consultation:

Municipal Clerk
JLT Insurance

Related Documents:

Special Events Policy *draft*
Municipal Alcohol Risk Management Policy *draft*

Respectfully submitted,

Dan Best, Chief Administrative Officer/Deputy Clerk